

Memo

From: Larry Roe, Clerk and Master

Date: October 30, 2014

RE: POLICY ON COPIES. ***Effective Immediately*******

1: Pursuant to *T.C.A. §8-21-401* the Office of the Clerk and Master will charge **\$.50 per page** for all copy requests, unless otherwise waived by this policy or the Clerk and Master.

2: **Waiver of copy fee request:** Any governmental agency, Federal, State or Local, including local County offices, shall not be required to pay for a copy fee request if the copies are for official business of that particular agency. Any copy fee request of a media outlet, i.e. newspaper or television network, if under \$20.00, shall be waived. If the copy request for a media outlet exceeds \$20.00, then the media outlet shall pay the total cost of any said request. The Clerk and Master has the discretion to review and waive copy fees and to alter this policy from time to time as conditions dictate.